



Open Position: YOUTH PROGRAM COORDINATOR

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About Cape Cod Dispute Resolution Center, Inc., dba Cape Mediation

We are a non-profit organization that has offered dispute resolution services and skills training in our communities since 1989. We serve our communities with a range of accessible, high quality and affordable dispute resolution services, and educate community members about conflict prevention and collaborative problem-solving.

Description

We are seeking a Program Coordinator for our Youth Conflict Management program. The Youth Program Coordinator is responsible for overseeing existing conflict management and peer mediation programs for young people within the community, developing new programs, and working collaboratively with partner organizations. Duties include skills training, program maintenance, development, and implementation, administrative tasks, data reporting, and other duties as needed. Our programs are offered both in-person and remotely. This position requires remote work, as well as travel in the Cape Cod area for in person services, and performance of other duties as directed.

Preferred Qualifications

- Bachelor's degree or higher in conflict management, or related discipline
- 1-3 years of experience in program development and administration for youth programs, or equivalent
- 1-3 years of experience in alternate dispute resolution

Duties:

- Developing, planning, coordinating, supervising, and implementing conflict management skill-building programs
- Actively participate in debriefs, workshops, staff meetings, continuing education, and meet with program funders and referring agencies, as required
- Maintenance of cloud-based records, forms and virtual filing system
- Report to and work in cooperation with the Executive Director to ensure program quality assurance and furtherance of the mission of the Center
- Report, assess, evaluate and compile program data, as needed by Cape Mediation and funding agencies
- Coordinate, develop and participate in program outreach
- Develop and maintain relationships with the community, schools, youth organizations, and funding agencies
- Supervise volunteers, staff, and interns, as needed
- Travel in the Cape Cod area, as needed
- Perform other related tasks and duties, as needed

Required Experience and Skills

- Experience in Alternate Dispute Resolution, including Mediation, Conciliation, Facilitation, Conflict Coaching, Arbitration, or equivalent
- Successful completion of at least a 30-hour Basic Mediation Skills Training that meets the requirements of the Massachusetts Uniform Rules on Dispute Resolution, or equivalent
- Experience in developing and maintaining Peer Mediation or other conflict management programs and training
- Willingness to work remotely and to perform remote administrative tasks
- Strong verbal and written communication skills
- Strong computer skills including proficiency in Microsoft Word, Zoom, Adobe Reader, Adobe Sign or equivalent, and cloud-based filing and record keeping
- Adherence to qualification standards of Cape Mediation and the Massachusetts Uniform Rules on Dispute Resolution
- Ability to work flexible hours, work independently, and to collaborate with volunteers, staff, students, partner organizations, and funding organizations
- Strong organizational, time management, and problem-solving skills

Job details

- **Job type:** Part-time, hybrid, up to 20 hours per week
- **Schedule:** Flexible Monday to Friday, as needed
- **Benefits:** Paid holidays, paid vacation time and personal days, and professional development training

- **Compensation:** \$25.30/hour

If interested please send resume and cover letter to admin@capemediation.org.